



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: IDEM		BU: 00495
Division: Office of Land Quality		Section/District: Underground Storage Tank Registration Program
Job Title: Environmental Manager 2		Job Code: 1LS2
Working Title (if different from above): UST Data Manager		
Reports To: Underground Storage Tank Branch Chief		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date : 8/15/2016

Purpose of Position/Summary:

This position provides technical and administrative assistance to the Underground Storage Tank Registration Program (USTRP) within the UST Branch. The position reports to the UST Branch Chief via the USTRP Director. Data managers are expected to work in conjunction with technical support staff to ensure that UST data are processed and corrected following appropriate data and agency guidelines.

Essential Duties/Responsibilities:

Data Management - Performs data management duties as required to ensure the effective and timely management of database information and documents through communication and coordination with internal technical, management, enforcement, and legal staff to make appropriate program decisions; communicates effectively and professionally with responsible parties and their representatives regarding program requirements and timelines; communicates in a courteous and professional manner with affected stakeholders and interested parties such as citizens, public officials, and interest groups.

Document Review - Reviews and distributes to agency staff technical, legal, and general documents as necessary to ensure data accuracy, completeness, consistency, and compliance with appropriate program and agency laws, policies and practices.

Document Creation--Drafts documents and correspondence as necessary to complete data management duties for UST database records.

Field Work - Performs field work on occasion in conjunction with UST Inspectors to reinforce knowledge and experience regarding the practical application of UST rules and regulations and to continue to improve their cognitive abilities in managing UST data while not in the field.

Compliance and Enforcement - Ensures compliance with document submission requirements and other factors related to compliance at UST sites.

Training - Attends required training to perform assigned responsibilities. Participates in continuing education by attending seminars, workshops, and optional training when available. Completes annual 8-hour HAZWOPER refresher as required.

Overall program management tasks--oversees and completes special projects at program director's request.

Job Requirements:

Incumbent must have specialized knowledge of program and agency laws and policies, and environmental science. Must have strong written and verbal communication skills. Must have strong knowledge of program documentation requirements and database management. Must have the ability to coordinate multiple data sources to investigate, correct and document UST records, and communicate with diverse internal and external customers as needed. Must be able to coordinate work on multiple tasks simultaneously and in cooperation with staff.

Supervisory Responsibilities/Direct Reports:

Not applicable

Difficulty of Work:

Position requires a high level of proficiency in database management, environmental law, policy, and science, including the ability to apply concepts to forensic file reviews. Must be able to work independently and exercise good judgement in adapting and implementing policies and procedures.

Responsibility:

The incumbent uses technical, scientific, regulatory, and policy judgment to review, update and make corrections to database records. The incumbent provides technical, scientific, regulatory, and policy guidance on numerous records with considerable responsibility in decision-making that safeguards data integrity.

Personal Work Relationships:

The incumbent works closely with technical staff in all sections the UST Branch and other IDEM staff. The incumbent also works with the general public, and other state and federal agencies responding to questions, and providing information. Must be professional, and a role model for subordinate staff and peers.

Physical Effort:

A significant amount of the incumbent's work will be conducted in the office requiring normal physical exertion. Incumbent must be able to respond to occasional scheduled field events in suitable weather conditions. Field work includes UST inspections, meetings with the regulated community, consultants, and private citizens.

Working Conditions:

The incumbent works in an office setting; occasional field work possible.